

CANCEL

#47-2006

## VACANCY NOTICE

CS-376

For opportunities in RHODE ISLAND STATE GOVERNMENT

REV (9/93)

Description of Position	<p>Title of Position: <u>Cottage Manager</u></p> <p>Salary Range: <u>(J31)\$49696-56035</u></p> <p><u>Children, Youth &amp; Families Juvenile Corrections</u></p> <p>Department or Agency Name Division—Section—Unit</p> <p>Assignment(s)/Comments: <u>Days off: Sunday/Monday</u></p> <p>Shift and Days: <u>Tues/Wed/Thurs/Fri/Sat: 1:00pm to 9:00pm</u></p> <p>Restrictions/Limitations: <u>Limited (leave to protect status) 9/2/2006</u></p> <p>Position Covered By Collective Bargaining Union Agreement Yes <input checked="" type="checkbox"/> No</p> <p>Name of Bargaining Union: <u>R.I.B.C.O.</u></p> <p>There is is not <input checked="" type="checkbox"/> a Civil Service List for this position See A/B or Both for Specific Instructions</p>	<p>Classification Code: <u>02560500</u></p> <p>Reference Position No: <u>3330-10000-323</u></p> <p>Application Period: <u>5/5/2006 to 5/11/2006</u></p> <p>Location: <u>RI Training School</u></p> <p><u>Female Unit</u></p> <p><u>Cranston, RI</u></p>
General Information To Candidate	<p><b>Instructions:</b></p> <p>A. <b>STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please submit a letter "bid" noting your intention to bid, the position title and posting number (found on upper left hand corner of posting).</p> <p><u>Most important</u> – please include the following information:</p> <ul style="list-style-type: none"><li>• The title of the position for which you are applying</li><li>• Title of your present position and date you entered it</li><li>• Date you entered State service</li><li>• Name of your department where you are currently employed</li><li>• Your business telephone number</li><li>• Present Union Affiliation ***</li></ul> <p>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</p> <p>B. <b>NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b></p> <p>If indicated above that no civil service list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all of the questions on the application form, you may delay consideration of your application.</p> <p>C. <b>AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</b></p> <ul style="list-style-type: none"><li>• <b>REASONABLE ACCOMODATION:</b></li></ul> <p>If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position.</p> <ul style="list-style-type: none"><li>• <b>MEDICAL INFORMATION:</b></li></ul> <p>Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulation of the Americans with Disabilities Act (ADA).</p>	
Statement of Duties	<p><b>DUTIES / RESPONSIBILITIES:</b></p> <p>To be responsible for the implementation of a program of a rehabilitative nature in a residential unit of a correctional facility for youths and to coordinate the non-medical aspects of tasks performed by an interdisciplinary team of clinical and supervisory staff. To assist in the implementation of the institution's program designed to develop social capabilities for youth to promote their rehabilitation through group interrelationships; and to perform other related duties as required.</p>	
Minimum Education and Experience	<p><b>POSTED FOR RECRUITMENT</b></p> <p><b>EDUCATION / EXPERIENCE/ SPECIAL REQUIREMENTS:</b></p> <p><b>Education:</b> The unit manager shall have a Master's Degree in psychology, clinical social work, counseling, human services or a related field. (Per Federal Court Agreement)</p> <p><b>Experience:</b> Such as may have been gained through a minimum of experience in a professional position demanding clinical practice as well as administrative functions.</p>	
Where To Apply	<p>Apply within the application period as shown in this announcement, <b>NOTE:</b> Some state union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office <u>does not</u> assume responsibility for applications sent through the mail. <u>SEND RESUME or CS-14 Application to:</u></p> <p>Dept. of Children, Youth &amp; Families <u>Phone: (401)528-3681</u></p> <p>Office of Human Resources <u>Fax: (401)528-3680</u></p> <p>101 Friendship St., 2<sup>nd</sup> Floor <u>TDD: (401)222-5803</u></p> <p>Providence, RI 02903</p> <p>Attn: Ellen L. Moan</p>	



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY EMPLOYER